TOWN OF SMITHTOWN BUILDING DEPARTMENT

FILING FOR SIGN PERMITS Ground Signs, Wall Signs and Awning Signs

Submit three (3) original sign applications signed and notarized

Each sign must be applied for separately.

Completely fill out applications.

Incomplete applications will be returned.

Submit three (3) sketches of the sign on a separate sheet

Indicate the height of the proposed sign from the ground to the top of the sign. Indicate the setback from the edge of the building or the distant from the adjacent tenant. Indicate the length and height of the proposed sign.

Provide details on the size, shape, lettering and colors of the proposed sign. Indicate the projection of all signs from the walls.

of awning signs from walls.

Indicate how proposed sign will be mounted or attached to a wall. Indicate the projection of all signs of awning signs from walls.

Submit three (3) copies of survey for <u>all</u> signs

Indicate location of sign (wall, ground, awning) on survey with setback distance from property line.

One (1) copy of the tax bill

Submit letter of authorization from property owner

PERMIT FEES

\$3.00 per sq. ft. (minimum \$50.00)

Permit fees for existing (built prior) signs are 3 times the original fee (SEPARATE CHECK FOR EACH PERMIT)

Cash or check - payable to the **TOWN of SMITHTOWN**

"For All Sign Regulations"

see

Town of Smithtown Zoning code

or

Request an informational handout from the Building Department